



National Aeronautics and  
Space Administration

**John C. Stennis Space Center**  
Stennis Space Center, MS 39529-6000

**SPD 1107.1 Rev. F-2**  
**December 2011**

## **COMPLIANCE IS MANDATORY**

### **John C. Stennis Space Center SSC Organization Mission and Responsibilities**

Stennis Policy Directive	SPD 1107.1	F-2
	<i>Number</i>	<i>Rev.</i>
	Effective Date : December 7, 2011	
	Expiration Date: December 7, 2016	
Responsible Office: Office of Human Capital		
<b>SUBJECT: SSC Organization Mission and Responsibilities</b>		

## Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
Change 1	5/5/1998	PA00/M. Webb X-3333	Page changes to update Section (5)
Change 2	9/4/1998	VA00/L. B. Mix X-2000	Page changes to update Section (10)
Change 3	11/24/1998	PA00/M. Webb X-3333 LA00/R. Arbuthnot X-2336	Page changes to update Table of Contents and Section (5) added History Office function and SSC Organization chart to reflect further breakdown of each organization.
Change 3 Correction	11/24/1998	LA00/R. Arbuthnot X-2336	Changes to correct cancellation date Section (10) and replace line of succession/cancellation date in Section (5).
Revision A	4/23/2002	AA00/M. Craig X-2123 RA92/J. Raymond X-3529 LA00/P. Lovingood X-2679	Revised to reflect reformatting in compliance with SPG 1400.1. Reflects changes in all organizations, including office name changes; addition of office mission for the Offices of the Director (AA00) and Education (FA00); consolidation of Earth System Science Office (SA00) and the Commercial Remote Sensing Program Office (XA00) into the Earth Science Applications Directorate (MA00).
Revision B	12/30/2002	LA00/P. Lovingood x-82679	Revised to reflect SSC reorganization effective 11/7/02; Earth Science Applications Directorate reorganization effective 11/18/02; and Center Operations Directorate reorganization effective 11/27/02. Other general revisions incorporated throughout.
B-1	8/07/03	LA00/P. Lovingood x-82679	General revision APPENDIX F: 1107.1(6) – LA00/Office of Human Resources and Development

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B-2	10/08/03	LA00/P. Lovingood x82679	Revised line of Succession Appendix A 1107.1(1) – AA00/Office of the Director
B-3	12/15/03	LA00/P. Lovingood X82679	Changed reference to NPG 1000.3 to NPR 1000.3. Deleted reference to CIO and responsibilities from A.1.3 Special Relationships. Revised A.1.4, Line of Succession to include Director, Earth Sciences Applications Directorate. Revised I.9.1, Office Mission to include information technology (IT) governance and IT security management. Revised Attachment I-1, Organizational Chart to change title of RA40 from Information Management Division to Office of Chief Information Officer.
B-4	01/06/04	LA00/P. Lovingood X82679	Deleted reference to Labor Relations Officer from Office Mission C.3.1, and deleted item m. Labor Relations Officer responsibility from C.3.2. Added item k. Labor Relations Officer responsibility to B.2.2.
C	02/28/2005	LA00/J. Frederick X 8-1590	Revised to reflect SSC reorganization effective 10/31/2004. Revised line of succession, Appendix A, 1107.1(1), AA00. Moved Community Relations Officer to IA00 and Congressional Liaison to AA00. General revisions incorporated throughout.
C-1	8/11/2005	LA00/J. Frederick X 8-1590	Corrected organization chart to correct title of the Office of Equal Opportunity to the Office of Diversity and Equal Opportunity; corrected paragraph B.2.2.d to change name of IFMP to IEMP

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D	9/14/2006	LA00/J. Spence X8-3436	Revised to reflect SSC reorganization effective 02/08/06: Removed HA00, Program Development Directorate; VA00, Propulsion Test Directorate; and MA00, Applied Sciences Directorate; added EA00, Engineering and Science Directorate; PA00, Project Directorate; and TA00, Rocket Propulsion Test Program Office. Other general revisions incorporated throughout.
E	7/06/2008	LA00/C. Saltzman X8-3945	Revised to reflect SSC reorganization effective 10/2007, including removal of BA00, Business Management Directorate; addition of BA00, Office of the Chief Financial Officer; addition of DA00, Office of Procurement; removal of EA10, Business & Facility Management Office. Notation added to TA00 organization chart to reflect management transition of the Rocket Propulsion Test Program Office to Headquarters. Reflecting reorganization effective 08/2008, EA00 renamed Engineering & Test Directorate; IA00 renamed Office of External Affairs; operations management functions consolidated within RA00; science activities consolidated by function within IA00 & PA00; program control function consolidated within BA00; Reliability & Independent Assessment Division added to QA00; Legislative Liaison placed within IA00; other general revisions included throughout.
E-1	12/17/2009	LA00/C. Saltzman X8-3945	Revised to reflect transition of legislative affairs function from the Office of External Affairs (IA00) to the Office of the Director (AA00).

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F	07/30/10	LA00/C. Saltzman X8-3945	Revised to reflect minor reorganization effective 06/10. Office of Education (UA00) established with Education Office (UA10) and Innovative Partnerships (UA20) branches; removed these same functions from Office of External Affairs (IA20 and IA30.)
F-1	06/27/11	LA00/C. Saltzman X8-3945	Administrative changes - Minor edits applied to: Appendix A, including addition of new chief technologist role to AA00; Appendix E; Attachment E-1 revised to include EA34 and EA52; Appendix F and Attachments 1 and F-1 edited to reflect IA00 title change; Appendix H; Attachment J-1 revised to remove RA30 and include RA50.
F-2	12/05/11	LA00/C. Saltzman X8-3945	Administrative changes - Revised Appendix A to reflect unification of two NASA mission directorates (Exploration Systems and Space Operations) to form the Human Exploration and Operations Mission Directorate (HEOMD). Revised attachment H-1 to reflect directorate realignment with the Space Launch System (SLS) program: Removed PA11, PA50 and PA60; updated office titles of PA10, PA20 and PA40.

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## 1. POLICY

- a. All NASA Centers are responsible for the development and implementation of flexible and balanced organizational structures consistent with NASA and Center strategic plans, mission and program goals and objectives, personnel capabilities, available resources, and changing priorities. The John C. Stennis Space Center's (SSC) organizational chart as approved by NASA Headquarters is illustrated in Attachment 1.
- b. This SSC Organization, Mission, and Responsibilities policy directive provides the mission statements and sets forth the approved organizational charts for SSC offices. Specific duties of NASA/SSC officials are described in their individual position descriptions rather than in this document.
- c. Organizational charts for each SSC office will be updated as changes dictate. The individual organizational structures are published as Appendices to this Stennis Policy Directive (SPD).

## 2. APPLICABILITY

This SPD is applicable to the NASA/SSC organizations, officials-in-charge, and personnel of the SSC. To the extent appropriate as described herein, this SPD is also applicable to NASA contractors.

## 3. AUTHORITY

- a. 42 U.S.C. 2451, et. seq., the National Aeronautics and Space Act of 1958, as amended.
- b. NPD 1000.3D, The NASA Organization.

## 4. APPLICABLE DOCUMENTS

None

## 5. RESPONSIBILITY

- a. The NASA/SSC Center Director or designee is responsible for establishing, implementing, and managing the SSC organizational structure.
- b. Officials in charge of SSC offices are responsible for revision of their organization's mission statements and organizational structures consistent with the goals, objectives, and requirements established by NASA and the Center Director.

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c. The SSC Directives Management Officer is responsible for coordination and publication of directives. Comments, suggestions, or proposed changes to this SPD should be addressed to the Office of Human Capital for coordination with and publication through SSC Directives Management Officer.

## 6. MEASUREMENTS

Not applicable to this SPD.

## 7. CANCELLATION

SPD 1107.1, Revision F-1

*Signature on File*

Patrick Scheuermann  
Director

ATTACHMENT 1 – SSC Organizational Chart

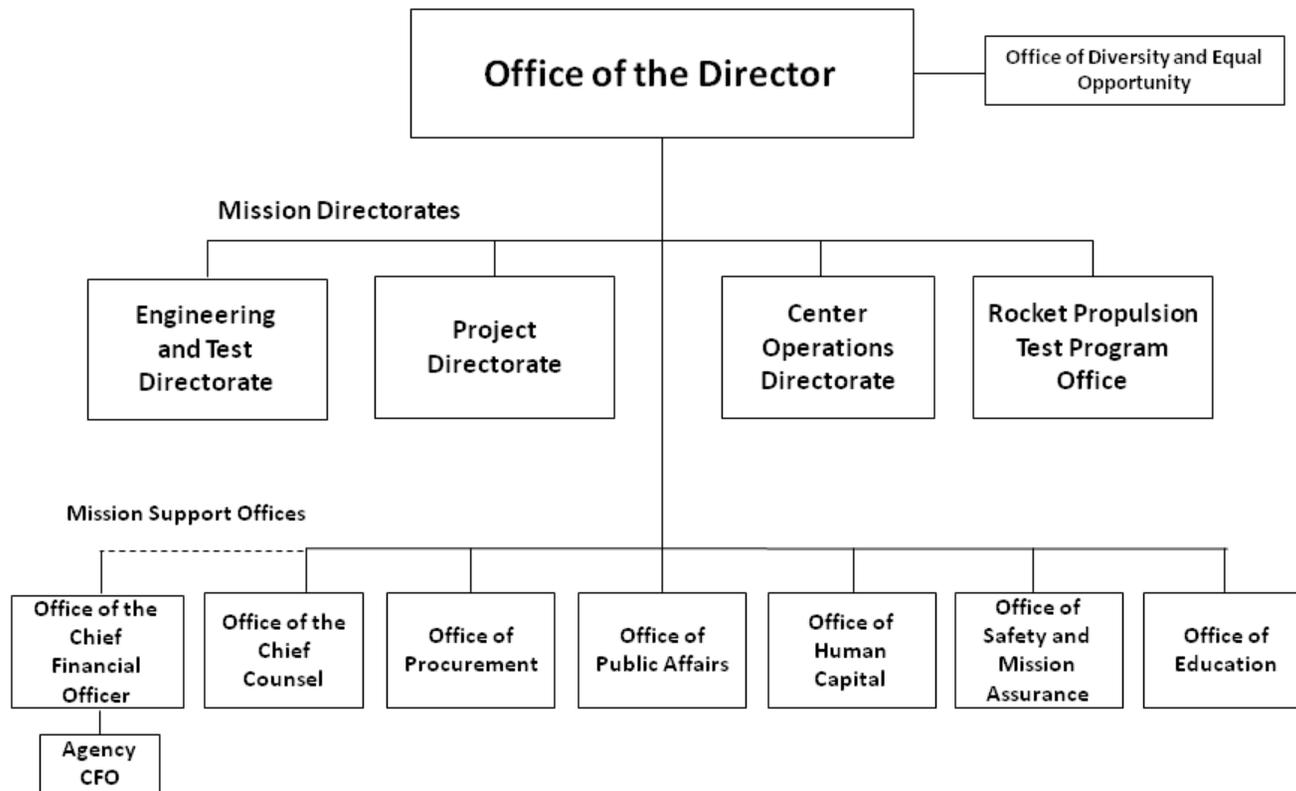
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### Attachment 1. Organizational Chart

## JOHN C. STENNIS SPACE CENTER (SSC)



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## APPENDIX A: 1107.1(1) - AA00/Office of the Director

### A.1.1 OFFICE MISSION

Stennis Space Center (SSC) implements NASA's mission in areas assigned by two Agency Mission Directorates by: 1) Managing and operating Rocket Propulsion Test facilities and support infrastructure for the Human Exploration and Operations Mission Directorate (HEOMD); and, 2) serving as Systems Engineering Center for and managing assigned Applied Sciences program activities for the Science Mission Directorate. The Office of the Director also serves as federal manager and host agency of a major Government multi-agency Center.

### A.1.2 OVERALL RESPONSIBILITIES

All Center Directors report to the NASA Associate Administrator and are responsible for providing resources, overseeing the assignment of workforce and facilities, and managing Center operations to facilitate program and project execution. Center Directors also serve as an important link in the Technical Authority line. By means of the Institutional (Technical and Mission Support) Authority vested in them, Center Directors facilitate the activities of the Technical Authorities as well as Mission Support Authorities, and are responsible for assuring that activities at their Centers are implemented in accordance with accepted standards of professional practice and applicable NASA requirements. Center Directors are responsible for the care of institutional assets, for establishing and maintaining the staff and their competency, and for the facilities required by current and future programs and projects. A key institutional role of Center Directors is that of service across Mission Directorate needs, determining how best to support the various programs and projects hosted at a given Center in accordance with Agency priorities, and to communicate any issues to Mission Directorate AAs and higher.

### A.1.3 RESPONSIBILITIES

The Center Director:

- a. Develops and implements plans that address the organization's goals, objectives, metrics and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.
- b. Collaborates with other Centers and with the Mission Directorates to accomplish the Agency's objectives.
- c. Provides technical and institutional resources to satisfy program requirements and schedules to include engineering and safety and mission assurance; ensures that human, financial, physical, and other supporting resources are properly applied to programs.

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- d. Maintains a safe and healthy, environmentally friendly work environment for the workforce and ensures safety, reliability, and quality assurance in all Center activities.
- e. Is the Safety and Mission Assurance (SMA) and Engineering Authority for all NASA projects or subprojects and for delegated programs hosted at SSC. This role requires the Center Director to:
- 1) Exercise SMA and Engineering Authority through delegation to the SMA and Engineering Directors at SSC.
  - 2) Convene an Independent Review for programs and projects at major milestones to ascertain technical readiness.
  - 3) Approve the flight readiness of programs and projects for which he/she is the Engineering Authority.
  - 4) Provide for organizational and financial independence of the Technical Authorities at SSC and implement the Dissenting Opinion Process as required in NPD 1000.0 – NASA Governance and Strategic Management Handbook, and described further in NPR 7120.5. Ensure alignment with the Agency's shared core values of safety, excellence, teamwork and integrity.
- f. Provides regular review and reporting of program and project performance in accordance with Agency program and project policies. Provides input for the Agency Program Management Council reviews.
- g. Coordinates and communicates SSC's program, project, and policy implementation activities with other Centers and Headquarters on a regular basis.
- h. Represents NASA and SSC in promoting and maintaining good public and community relations and providing for the widest practical and appropriate dissemination of information concerning space activities.
- i. Provides concurrence to the Agency CFO regarding the assignment, promotion, discipline, and relief of the principal financial official at SSC. Also, provides the Agency CFO with a written evaluation of the principal financial official at SSC, which shall be attached to that individual's annual performance appraisal.
- j. Manages, operates, develops, and maintains NASA Rocket Propulsion Test capabilities and associated processes and procedures.

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- k. Provides test operations services to NASA, the Department of Defense, commercial, and other customers for the development of propulsion systems, engines, subsystems, and components.
- l. Accomplishes technical management and oversight of engine development testing or flight certification testing of current and future engine hardware and testing for technology validation of new propulsion systems.
- m. Manages NASA's effort to extend the benefits of science, technology and information investments by applying a systems engineering approach to advance Federal partners' decision support tools that serve the Nation.
- n. Manages SSC as an integrated multi-agency base of operations for the programmatic benefit of NASA and the other Federal, State and commercial entities.
- o. Serves as the Center's Technical Authority (TA) and manages activities supporting resident programs and projects as identified by Agency TA policy.
- p. Develops and executes an Implementation Plan that delineates a structure and process which demonstrates organizational independence of technical/engineering authority from program/project management.

#### **A.1.4 SPECIAL RELATIONSHIPS**

The Center Director:

- a. Serves as a member of NASA's Strategic Management Council (SMC), Program Management Council (PMC), and Operations Management Council (OMC).
- b. Provides support to program management responsibility of managing all of the Agency's rocket propulsion test assets. Provides support to Rocket Propulsion Test Management Board (RPTMB) Level II and establishes and manages Level III responsibilities.
- c. Provides program management responsibility for applying a systems engineering approach to benchmark the benefits of assimilating research results into decision-support tools in areas of national priority.
- d. Provides support to other centers in their lead program roles.
- e. Promotes the Agency's strategic goals and, with the common purpose of achieving NASA's Vision and Mission, supports all Agency centers and mission directorates.

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The Office of Diversity and Equal Opportunity:

- a. Plans, directs, and administers all Federal Equal Opportunity Programs related to SSC employees, including policies and regulations, community outreach, and diversity management.
- b. Provides equal opportunity advisory and consulting services to managers and employees.
- c. Administers a responsive system for handling discrimination complaints, complaint counseling, and counselor training to ensure continuing effective equal employment opportunity for all employees and applicants for employment.

The SSC Chief Technologist:

- a. Provides an effective interface to NASA's external stakeholders and to NASA industry, government, and international partners regarding NASA's technology investment strategies.

The SSC Congressional Liaison:

- a. Coordinates congressional and state governmental activities with the Director, the Director's staff, and other components of SSC, and with the NASA Office of Legislative Affairs at HQ.

### **A.1.5 LINE OF SUCCESSION**

In the following order: Deputy Director, Stennis Space Center; Associate Director, Stennis Space Center; Director, Engineering and Test Directorate; and Director, Center Operations Directorate.

### **A.1.6 CANCELLATION**

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## **APPENDIX B: 1107.1(2) - BA00/Office of the Chief Financial Officer**

### **B.2.1 OFFICE MISSION**

The Office of the Chief Financial Officer (OCFO) is the Center focal point for providing business and financial support to Center programs, institutions, and resident agencies. The OCFO provides the overarching framework for integrated program and budget planning and performance reporting, assuring the SSC Director that Center missions are accomplished according to established Agency policies and procedures.

### **B.2.2 RESPONSIBILITIES**

The Chief Financial Officer is responsible for:

- a. Developing, maintaining, and administering a comprehensive budget, resources management, and financial management system that assures budget execution complies with budget intent.
- b. Assisting in the formulation and analysis of SSC budgeting requirements for NASA direct-funded programs and reimbursable programs including SSC resident agencies.
- c. Conducting special projects for SSC management and NASA Headquarters management focused on budgeting, finance, accounting and performance management methodologies and alternatives.
- d. Overseeing the design, development, and implementation of new IT systems related to financial operations.
- e. Conducting independent audits and program reviews to verify Center budget management and business processes and providing focal point for IG audit liaison activities.
- f. Assisting Center program and institutional managers with integrated budget and performance reporting to assure alignment of long-term investments with Center policy.
- g. Overseeing the Industrial Labor Relations Officer who is the official point of contact for matters relating to labor relations and coordinating such matters with the Director, the Director's staff, and other components of SSC.

### **B.2.3 LINE OF SUCCESSION**

Deputy Chief Financial Officers

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#### **B.2.4 CANCELLATION**

SPD 1107.1(2), Revision E, Appendix B

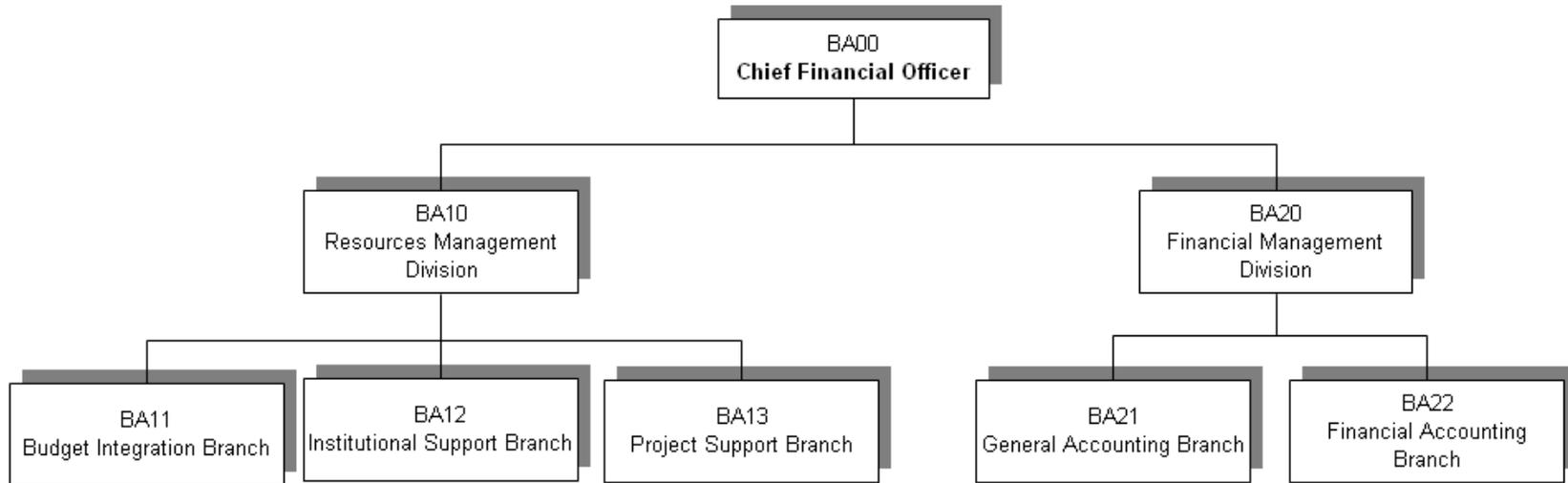
#### **ATTACHMENT**

B-1 Organizational Chart

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**Attachment B-1. Organizational Chart**

**OFFICE OF THE CHIEF FINANCIAL OFFICER**



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## APPENDIX C: 1107.1(3) - CA00/Office of the Chief Counsel

### C.3.1 OFFICE MISSION

The Office of the Chief Counsel (OCC) provides legal counsel and assistance to all organizational elements of NASA/Stennis Space Center (SSC). The OCC is also responsible for the function of the Alternate SSC Freedom of Information Act (FOIA) Officer.

### C.3.2 RESPONSIBILITIES

The Chief Counsel provides leadership, functional management, policy direction and coordination for executing the responsibility of the OCC, including the following:

- a. Providing legal counsel to the SSC Director and to all SSC organizational elements.
- b. Establishing such working relationships with the NASA General Counsel and other NASA Chief Counsels to ensure uniformity in the application of legal principles and adherence to NASA policy.
- c. Serving as Ethics Official, managing SSC's ethics program, and providing ethics counseling.
- d. Serving as the principal SSC point of contact for matters, other than audit, involving the NASA Office of Inspector General (OIG).
- e. Serving as SSC Export Counsel.
- f. Administering NASA's intellectual property law program with the assistance and guidance of NASA patent counsels.
- g. Representing NASA's interests before appropriate courts, the Board of Contract Appeals, and other administrative forums, either directly in support of assigned U.S. attorneys or Department of Justice attorneys.
- h. Adjudicating claims presented to NASA for bodily injury, death, or damage to or loss of real or personal property.
- i. Interpreting applicable statutes, regulations, and other authorities; establishing legal policy for SSC.
- j. Performing any other functions assigned or inherent to the OCC.

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k. Overseeing the Alternate FOIA Officer who carries out the SSC program for the release of Agency records.

### **C.3.3 LINE OF SUCCESSION**

Each attorney adviser is authorized to take necessary action on all matters.

### **C.3.4 CANCELLATION**

SPD 1107.1(3), Revision E, Appendix C

Stennis Policy Directive	SPD 1107.1(4)	F-2
	<i>Number</i>	<i>Rev.</i>
	Effective Date: December 7, 2011	
	Expiration Date: December 7, 2016	
Responsible Office: DA00/Office of Procurement		
<b>SUBJECT: SSC Organization Mission and Responsibilities – DA00/Office of Procurement - Appendix D</b>		

## APPENDIX D: Section 1107.1(4) - DA00/Office of Procurement

### D.4.1 OFFICE MISSION

The Office of Procurement is responsible for providing comprehensive, effective, and efficient acquisition management and capability for Stennis Space Center (SSC) in support of NASA/SSC programs, other resident agency programs, and tenant needs consistent with Federal Acquisition Regulations and NASA Policy Directive (NPD) 5101.32, Procurement.

### D.4.2 RESPONSIBILITIES

The Procurement Officer is responsible for the following:

- a. Plans, executes, and administers a complete range of contractual instruments necessary to provide research, design, development, equipment and other services required to support the strategic business needs of SSC lines of business and institutions as well as SSC resident agencies in accordance with interagency agreements.
- b. Establishes policies, guidelines, standards and procedures for the documented evaluation and/or technical analysis of proposals. Reviews evaluations and/or analyses of proposals for conformance to established policies and guidelines to assure adequacy for establishing a reasonable government objective.
- c. Ensures that procurement actions are timely, in compliance with law, implementing instructions, policy, and sound business practices. Develops implementing policies and procedures regarding new and/or revised procurement regulations for interpretation and application in the Center's procurement actions. Provides assistance to program, project and other offices in the interpretation and implementation of established policies, guidelines, and procedures.
- d. Devises and administers an active program of assistance and support to small, disadvantaged and woman-owned business concerns and programs. Supports socioeconomic initiatives including HUBZones, Service Disabled Veterans, Targeted North American Industry Classification System groups, etc.
- e. Provides support for source evaluation boards for all major procurement actions, procurement development teams, International Organization for Standardization (ISO) internal audit teams, performance evaluation boards and other boards, and committees convened to accomplish the needs of the Agency and SSC.

Stennis Policy Directive	SPD 1107.1(4)	F-2
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Responsible Office: DA00/Office of Procurement		
<b>SUBJECT: SSC Organization Mission and Responsibilities – DA00/Office of Procurement - Appendix D</b>		

f. Implements procurement initiatives aimed at streamlining and improving procurement processes at SSC, including utilizing risk-based management techniques; NPR 7120.5, Program and Project Management Processes and Requirements, maximizing performance-based contracting obligations; the commercial purchase card; and consolidated Agency and Government wide contracts.

g. Manages the metrics and processes that contribute to effective SSC performance for data reported to the NASA Administrator semiannually, ensuring that SSC is within the parameters established for the metrics. Reportable metrics include performance-based contracting obligations, undefinitized contract actions, unliquidated obligations, competition, data accuracy, award-fee processing, and procurement lead times.

h. Serves as Senior Advisor to SSC Management on procurement matters.

#### **D.4.3 LINE OF SUCCESSION**

Deputy Procurement Officer; Division Chief, Program Management Support Division; and Division Chief, Center Management Support Division

#### **D.4.4 CANCELLATION**

SPD 1107.1(2), Revision E, Appendix D

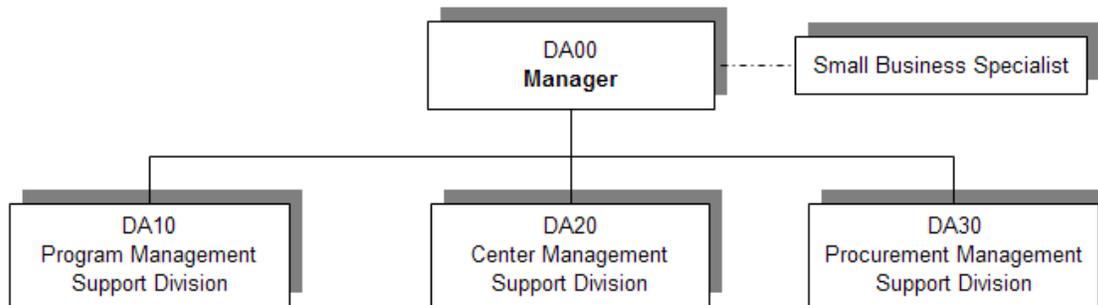
#### **ATTACHMENT**

D-1. Organizational Chart

Stennis Policy Directive	SPD 1107.1(4)	F-2
	<i>Number</i>	<i>Rev.</i>
	Effective Date: December 7, 2011	
	Expiration Date: December 7, 2016	
Responsible Office: DA00/Office of Procurement		
<b>SUBJECT: SSC Organization Mission and Responsibilities – DA00/Office of Procurement - Appendix D</b>		

**Attachment D-1. Organizational Chart**

**OFFICE OF PROCUREMENT**



Stennis Policy Directive	SPD 1107.1(5)	F-2
	<i>Number</i>	<i>Rev.</i>
	Effective Date: December 7, 2011	
	Expiration Date: December 7, 2016	
Responsible Office: EA00/Engineering & Test Directorate		
<b>SUBJECT: SSC Organization Mission and Responsibilities – EA00/Engineering &amp; Test Directorate - Appendix E</b>		

## APPENDIX E: Section 1107.1(5) - EA00/Engineering & Test Directorate

### E.5.1 OFFICE MISSION

The Engineering and Test Directorate (ETD) is responsible for executing the Center's major lines of business in propulsion test.

### E.5.2 RESPONSIBILITIES

The Director is responsible for:

- a. Technical management and oversight of all Propulsion Test activities at Stennis Space Center (SSC), including engine development testing or flight certification testing of current and future engine hardware and testing for technology validation of new propulsion systems.
- b. Managing test operations of the A, B, E Test Complexes, to include:
  - Conduct tests and operations of technical systems (e.g., propellant/pressurant systems, fire/gas detection, controls, data acquisition, industrial water, etc.) for all test stands.
  - Coordinate test stand maintenance activities, and support facilities operations and maintenance with Center Operations to assure integration with testing activities.
  - Provide inputs to program and project requirements documentation that defines the test support required to meet project requirements.
  - Manage propellant and pressurant logistics to ensure on-time deliveries that meet SSC test needs.
  - Advise Project Directorate and Center Operations Directorate regarding test support facility priorities and needs for short-term and long-term sustainment and improvements.
- c. Performing design, analysis, and modeling of propulsion test facilities and systems, special test equipment, ground support equipment, and technical systems to include:
  - Providing design-engineering support to integrate construction, installation, and activation of test critical systems.
  - Design, analysis, systems engineering, and sustaining engineering services for technical systems in the test complex.
- d. Systems engineering services to integrate project test requirements with test operations, including but not limited to, generating test requests that define the tests required to meet project requirements, and coordinating and submitting facility changes to the appropriate SSC boards.

Stennis Policy Directive	SPD 1107.1(5)	F-2
	<i>Number</i>	<i>Rev.</i>
	Effective Date: December 7, 2011	
	Expiration Date: December 7, 2016	
Responsible Office: EA00/Engineering & Test Directorate		
<b>SUBJECT: SSC Organization Mission and Responsibilities – EA00/Engineering &amp; Test Directorate - Appendix E</b>		

- e. Managing SSC core engineering skills and sustaining engineering capabilities for rocket propulsion testing.
- f. Managing implementation of SSC Engineering Technical Authority (TA) per NASA Office of Chief Engineer guidelines and SSC TA Implementation Plan.
- g. Support the NASA Office of Chief Engineer (OCE) activities, and flight and mission readiness reviews in collaboration with SMA Technical Authority Chain.
- h. Support NASA programs and projects milestone review boards.

### **E.5.3 LINE OF SUCCESSION**

Deputy Director; Associate Director; Chief Engineer, Chief, Operations Division; Chief, Design & Analysis Division; Chief, Systems Engineering & Integration Division

### **E.5.4 CANCELLATION**

SPD 1107.1(4), Revision F, Appendix E

### **ATTACHMENT**

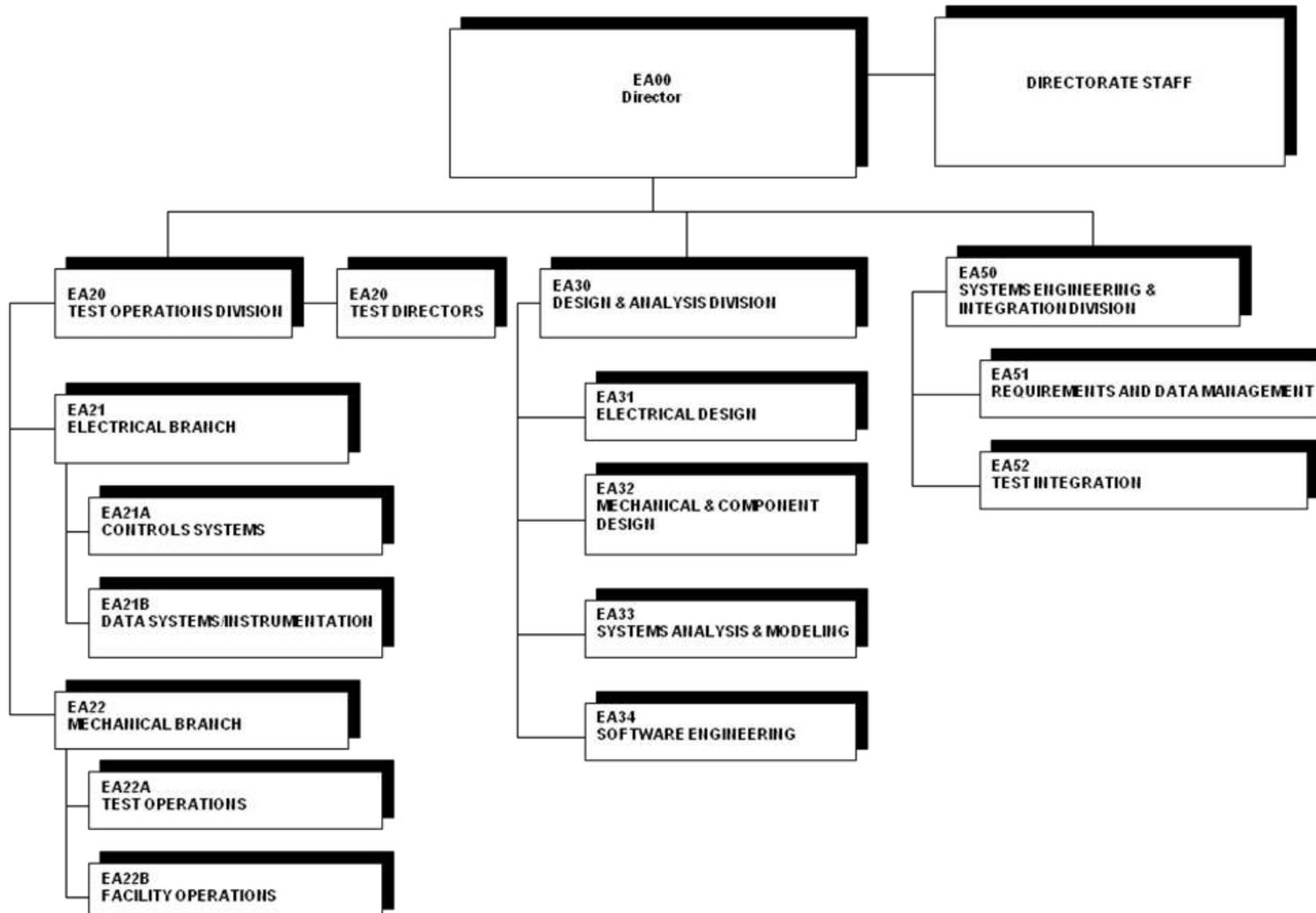
E-1 Organizational Chart.

Responsible Office: EA00/Engineering & Test Directorate

**SUBJECT: SSC Organization Mission and Responsibilities – EA00/Engineering & Test Directorate - Appendix E**

**Attachment E-1. Organizational Chart**

**ENGINEERING AND TEST DIRECTORATE**



Stennis Policy Directive	SPD 1107.1(6)	F-2
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	Effective Date: December 7, 2011	
	Expiration Date: December 7, 2016	
Responsible Office: IA00/Office of Public Affairs		
<b>SUBJECT: SSC Organization Mission and Responsibilities – IA00/Office of Public Affairs - Appendix F</b>		

## APPENDIX F: 1107.1(6) - IA00/Office of Public Affairs

### F.6.1 OFFICE MISSION

The Office of Public Affairs serves as the front door for NASA/Stennis Space Center (SSC) in creating a positive image for NASA and the Center by building consensus that supports the NASA Vision and Mission through effective communications with all constituencies. This office provides assistance, service, and advice to the SSC Director and other SSC elements concerning public affairs matters, including news media, public information, public visitor program, protocol, history office documentation, and the Freedom of Information Act (FOIA).

### F.6.2 RESPONSIBILITIES

The Office of Public Affairs Manager is delegated the authority to take all actions necessary to achieve the office's objectives in accordance with laws, regulations, NASA and SSC policies, and within limits set by the SSC Director, as well as the following goals:

- a. Establish contacts and maintain effective working relationships with representatives of all types of mass communications media at the local, state, national, and international levels representing the SSC Director and the Agency on public release matters as well as respond to queries, arrange interviews with SSC personnel, coordinate visits to the Center, and provide escort for the media.
- b. Plan, direct, and monitor community relations programs to reflect favorably on SSC and the Agency including ensuring good working relationships with local and state governing bodies and community and civic organizations. Responsibilities include Launch Guest Operations, Speakers Bureau, Community Leaders Briefings, etc.
- c. Maintain a public visitor program to better inform the general public of activities of the Agency and Center. This includes efficient operations of the SSC Visitors Center, establishing guidelines and approval of tour scripts and routes, exhibits, print materials, and videos, as well as the coordination of exhibits at area community events. Also serve as NASA's lead for partnering with non-profit foundation to build offsite expansion of the public visitor program.
- d. Maintain the SSC History Office for the collection and preservation of historical records, photos, videos, audiotapes, etc. Responsibility includes establishing contacts and maintaining working relationships with other NASA History Offices, academic entities, and applicable industry representatives and also responding to research requests and generating historical material.

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Responsible Office: IA00/Office of Public Affairs		
<b>SUBJECT: SSC Organization Mission and Responsibilities – IA00/Office of Public Affairs - Appendix F</b>		

### F.6.3 LINE OF SUCCESSION

Public Affairs Officer; News Chief

### F.6.4 CANCELLATION

SPD 1107.1(5), Revision F, Appendix F

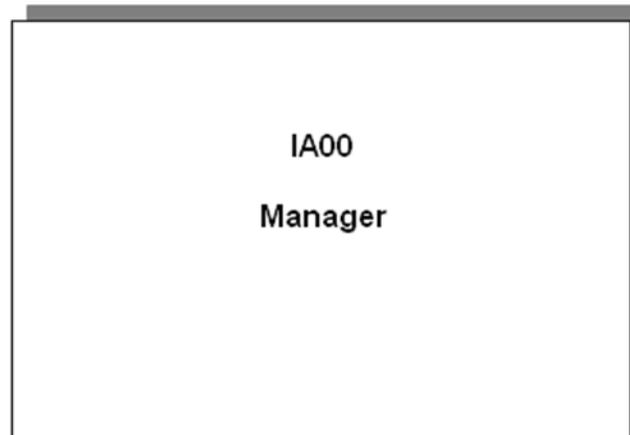
### ATTACHMENTS

F-1. Organizational Chart

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	<i>Number</i>	<i>Rev.</i>
	Effective Date: December 7, 2011	
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Responsible Office: IA00/Office of Public Affairs		Page 29 of 47
<b>SUBJECT: SSC Organization Mission and Responsibilities – IA00/Office of Public Affairs - Appendix F</b>		

**Attachment F-1. Organizational Chart**

**OFFICE OF PUBLIC AFFAIRS**



Stennis Policy Directive	SPD 1107.1(7)	F-2
	<i>Number</i>	<i>Rev.</i>
	Effective Date: December 7, 2011	
	Expiration Date: December 7, 2016	
Responsible Office: LA00/Office of Human Capital		
<b>SUBJECT: SSC Organization Mission and Responsibilities – LA00/Office of Human Capital – APPENDIX G</b>		

## **APPENDIX G: 1107.1(7) - LA00/Office of Human Capital**

### **G.7.1 OFFICE MISSION**

The Office of Human Capital (OHC) is the focal point in managing the SSC workforce on a day-to-day basis. The OHC provides timely workforce planning and analysis; periodically assesses internal and external factors that may affect SSC's ability to obtain and retain a highly skilled, productive workforce; participates early in planning and implementation with respect to resource requirements; develops human capital programs, practices, and tools that support the Center's ability to achieve mission success; assesses and reports Center progress in human capital management; and identifies impediments to and opportunities for improvement in the management of human capital to meet the changing demands of the Center and the Agency.

### **G.7.2 RESPONSIBILITIES**

The Manager, OHC, is delegated the authority to take all actions necessary to achieve the office's objectives in accordance with laws, regulations, NASA and SSC policies, and within limits set by the SSC Director, as well as the following responsibilities:

- a. Ensure that Center human capital strategies are aligned with the Agency Strategic Management Human Capital architecture.
- b. Manage the Center Other Personnel Cost (OPC) budget.
- c. Plan, develop, and implement a complete workforce program that includes recruitment and staffing, position management and classification, employee relations, executive resources, employee benefits and compensation, and an awards and recognition program.
- d. Provide a wide range of educational, training, and developmental services and programs to improve performance, acquire new skills, promote leadership transition, and maintain organizational effectiveness.
- e. Provide management officials and employees with strategic, responsive, and authoritative advice and assistance in all areas of functional responsibility.
- f. Prepare and justify a detailed budget and resource requirement for the OHC.

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Responsible Office: LA00/Office of Human Capital		
<b>SUBJECT: SSC Organization Mission and Responsibilities – LA00/Office of Human Capital – APPENDIX G</b>		

### G.7.3 LINE OF SUCCESSION

Training Officer

### G.7.4 CANCELLATION

SPD 1107.1(6), Revision E, Appendix G

### ATTACHMENT

G-1 Organizational Chart.

Stennis Policy Directive	SPD 1107.1(7)	F-2
	<i>Number</i>	<i>Rev.</i>
	Effective Date: December 7, 2011	
	Expiration Date: December 7, 2016	
Responsible Office: LA00/Office of Human Capital		
<b>SUBJECT: SSC Organization Mission and Responsibilities – LA00/Office of Human Capital – APPENDIX G</b>		

**Attachment G-1. Organizational Chart**

**OFFICE OF HUMAN CAPITAL**



Stennis Policy Directive	SPD 1107.1(8)	F-2
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Responsible Office: PA00/Project Directorate		
<b>SUBJECT: SSC Organization Mission and Responsibilities – PA00/Project Directorate - Appendix H</b>		

## **APPENDIX H: 1107.1(8) - PA00/Project Directorate**

### **H.8.1 OFFICE MISSION**

The Project Directorate is responsible for performing advanced planning for NASA's programs to ensure the alignment of Stennis Space Center with the Agency strategic plan and initiatives; extending the benefits of NASA investment in Earth system science in order to demonstrate the value of advanced Earth observations, models and research for the Nation; and managing propulsion test projects for NASA, commercial customers and other governmental agencies.

### **H.8.2 RESPONSIBILITIES**

The Director is responsible for:

- a. Performing the Center advanced planning function for NASA Programs.
  - Providing the Center a single point-of-contact for propulsion test planning, independent analysis and special studies as required within the Space Launch System (SLS) program.
  - Managing the integrated master propulsion test and verification schedules for current and future engine and component testing programs.
  - Leading special assessments and trade studies for propulsion test capability.
  - Providing requirements for propulsion test facility construction and/or rehabilitation.
    - Managing construction and activation of the A-3 Test Stand.
  - Providing risk analysis, schedule conflict resolution and budget formulation for propulsion test plans from formulation through completion.
  - Integrating NASA's space exploration propulsion ground testing, commercial, and science requirements to provide the most effective and timely solutions.
  
- b. Providing project management functions to ensure that NASA and SSC efforts and projects are effectively managed at cost, on schedule, and meet customer objectives. These projects shall include SLS, commercial customers, and other projects as assigned.
  - Establishing a formal structure (e.g. board) that consults/informs other directorates and offices on decisions with major cross-center impacts.

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Responsible Office: PA00/Project Directorate		
<b>SUBJECT: SSC Organization Mission and Responsibilities – PA00/Project Directorate - Appendix H</b>		

c. Establishing program continuity for the Applied Research, Science and Technology projects and a consistent interface between NASA and its partners in the nonprofit and private sectors.

- Establishing collaborative research and development projects with NASA Centers, universities, government laboratories, and private companies to demonstrate the value of current and future observations, predictions, and research in improving future national and international scale operational systems.
- Soliciting the Earth system science community for projects that demonstrate novel uses of the breadth of NASA Earth research and develops candidate configurations for solutions that can be investigated by the community for improving operations.

d. Establishing collaborative research and development projects with NASA Centers, universities, and Government laboratories to address ecological issues associated with the Gulf of Mexico including water quality, wetlands restoration, and characterization of Gulf habitats.

### **H.8.3 LINE OF SUCCESSION**

Deputy Director; Chief, Applied Science & Technology Project Office

### **H.8.4 CANCELLATION**

SPD 1107.1(7), Revision F-1, Appendix H

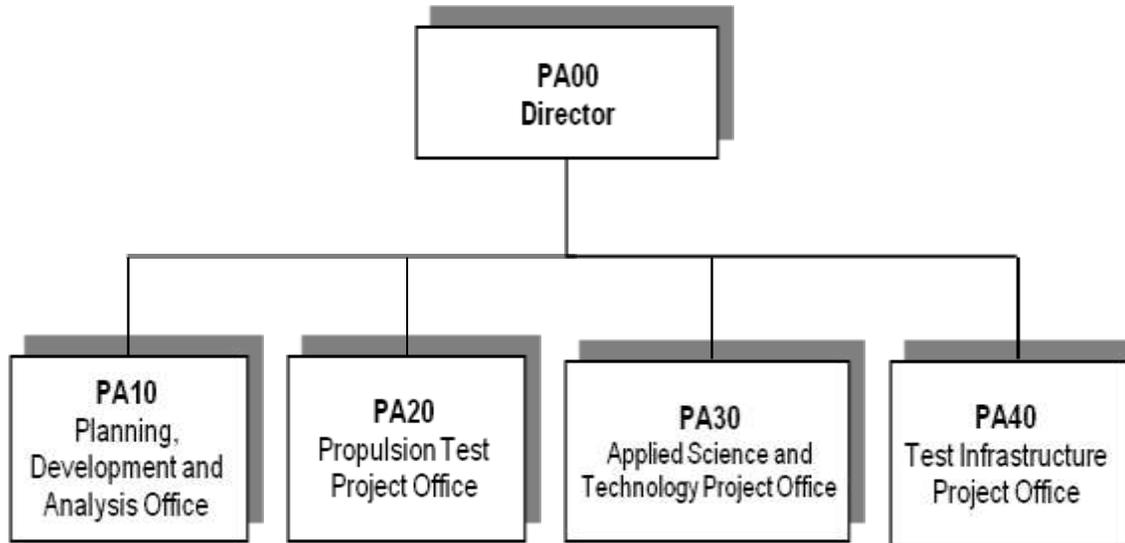
### **ATTACHMENTS**

H-1. Organizational Chart

Stennis Policy Directive	SPD 1107.1(8)	F-2
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	Effective Date: December 7, 2011	
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Responsible Office: PA00/Project Directorate		Page 35 of 47
<b>SUBJECT: SSC Organization Mission and Responsibilities – PA00/Project Directorate - Appendix H</b>		

**Attachment H-1. Organizational Chart**

**PROJECT DIRECTORATE**



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Responsible Office: QA00/Office of Safety & Mission Assurance		
<b>SUBJECT: SSC Organization Mission and Responsibilities – QA00/Office of Safety &amp; Mission Assurance - Appendix I</b>		

## **APPENDIX I: 1107.1(9) - QA00/Office of Safety & Mission Assurance**

### **I.9.1 OFFICE MISSION**

The Office of Safety & Mission Assurance provides safety, risk, reliability, independent assessments, configuration management and quality assurance expertise, guidance, and services for all NASA Stennis Space Center (SSC) programs, facilities, and supporting infrastructure. The office actively participates and contributes to the Agency-level Safety & Mission Assurance (S&MA) effort. This office is the “conscience” of the Center regarding safety and product/process quality.

### **I.9.2 RESPONSIBILITIES**

The Manager, Office of Safety & Mission Assurance, provides leadership, policy direction, functional management, and coordination for:

- a. Ensuring the protection of the public, astronauts, SSC workforce, and high-value NASA property and equipment.
- b. Enhancing the safety and quality of SSC programs and missions by ensuring that S&MA disciplines are appropriately applied.
- c. Performing insight and independent assessment of SSC activities related to propulsion testing, center operations, and facility construction/modification to ensure that they are developed with suitable attention to risk and that operations are conducted safely.
- d. Ensuring effective utilization of SSC S&MA resources.
- e. Advising SSC management on significant S&MA issues and overseeing prompt investigation of SSC mishaps.
- f. Leading and managing SSC’s Institutional Safety and Quality Programs, Configuration Management Process, Risk Management efforts and related support to tenants at SSC.
- g. Managing implementation of SSC S&MA Technical Authority (TA) per NASA Office of Safety & Mission Assurance guidelines and SSC TA Implementation Plan.
- h. Supporting NASA Headquarters Office of Safety & Mission Assurance’s flight and mission readiness reviews in collaboration with the Engineering Technical Authority chain.

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Responsible Office: QA00/Office of Safety & Mission Assurance		
<b>SUBJECT: SSC Organization Mission and Responsibilities – QA00/Office of Safety &amp; Mission Assurance - Appendix I</b>		

### **I.9.3 LINE OF SUCCESSION**

Deputy Manager; Lead, Quality Assurance Division; Lead, Safety & Risk Management Division; Lead, Reliability & Independent Assessment Division

### **I.9.4 CANCELLATION**

SPD 1107.1(8), Revision E, Appendix I

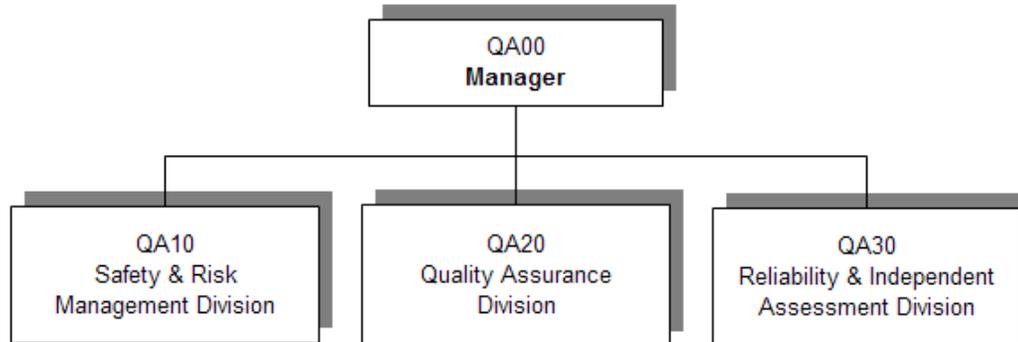
### **ATTACHMENT**

I-1 Organizational Chart

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	Effective Date: December 7, 2011	
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Responsible Office: QA00/Office of Safety & Mission Assurance		
<b>SUBJECT: SSC Organization Mission and Responsibilities – QA00/Office of Safety &amp; Mission Assurance - Appendix I</b>		

**Attachment I-1. Organizational Chart**

**OFFICE OF SAFETY AND MISSION ASSURANCE**



Stennis Policy Directive	SPD 1107.1(10)	F-2
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	Expiration Date: December 7, 2016	
Responsible Office: RA00/Center Operations Directorate		
<b>SUBJECT: SSC Organization Mission and Responsibilities – RA00/Center Operations Directorate - Appendix J</b>		

## **APPENDIX J: 1107.1(10) - RA00/Center Operations Directorate**

### **J.10.1 OFFICE MISSION**

The Center Operations Directorate provides a comprehensive and integrated program of institutional services for the Center. These activities encompass a wide range of products and services that are diverse and interrelated. Broad categories of functional responsibilities include the design, construction, operation, and maintenance of the total Center's real property; energy management, environmental management, and occupational health; occupational medicine; food services; acquisition, operation, and maintenance of all institutional and program support equipment; information technology (IT) governance and IT security management, an information systems network of computer and communications resources; audio, video, and photographic services; the full range of logistics support services; graphic design, publication, and reproduction services; technical information, documentation, directives, forms, and records management; and protective services for personnel, property, and security.

### **J.10.2 RESPONSIBILITIES**

The Director is responsible for:

- a. Developing, implementing, and managing a real property program encompassing the planning, budgeting, engineering, design, construction, maintenance, operations, and management of real property in support of the Center, including offsite locations. Responsibility includes providing for utilities and energy management, master planning, facility space management, Facility Manager Program, and equipment calibration services.
- b. Developing, implementing, and managing a Stennis Space Center (SSC) Environmental Program which ensures environmental compliance for programs, projects, and institutional efforts at all Center levels and serves as an environmental technical complement to assigned Center mission activities; also responsible for International Organization for Standardization (ISO) 9001 and ISO 14000 internal audit processes and compliance.
- c. Maintenance & operations of test support facilities, test complex on-stand maintenance and marine operations (including propellant barge marine systems). Key test support facilities are the Fluid Component Processing Facility (FCPF), High Pressure Industrial Water (HPIW), and High Pressure Gas Facility (HPGF).
- d. Providing management, development, operation, maintenance, and integration of information technology and audio/visual services including computer and communications resources for onsite Center locations; and coordinating the development and implementation of Center

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Responsible Office: RA00/Center Operations Directorate		
<b>SUBJECT: SSC Organization Mission and Responsibilities – RA00/Center Operations Directorate - Appendix J</b>		

requirements for NASA with Agencywide providers of networking, communications, hardware, and software services.

e. Developing, implementing, and administering a diverse Institutional Support program encompassing all aspects of logistics management to include transportation services, supply and equipment management systems, and property accountability systems for acquisition, storage, issue, and disposal; and other activities which include Privacy Act and export control administration, publication and distribution of technical publications, records and documentation management, medical and occupational health, and food services.

f. Providing management and direction for SSC security policy and programs including personnel security, industrial security, physical security, information security, classification management, and security education.

g. Developing draft Space Act, Use Permit, and Host-Tenant Agreement packages based on tenant needs and SSC regulations. Responsibility includes providing new tenants information on how to obtain goods and services and managing daily tenant issues.

h. Reviewing Stennis Work Requests for proper selection of contractor, appropriateness of work, completeness of information, sufficient funding, and statement of work applicability.

### **J.10.3 LINE OF SUCCESSION**

Deputy Director; Division Chief rotations

### **J.10.4 CANCELLATION**

SPD 1107.1(9), Revision F, Appendix J

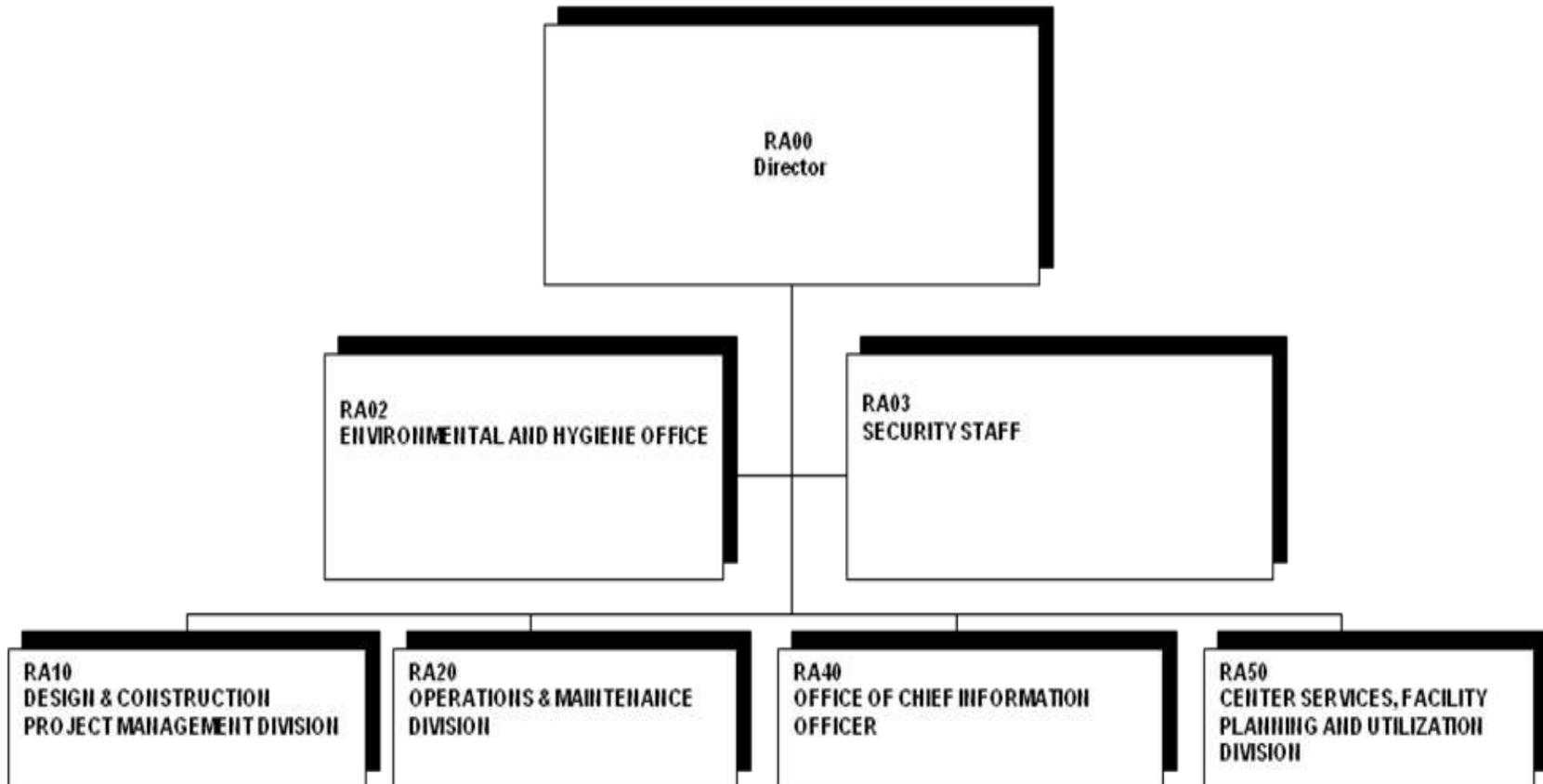
ATTACHMENT

J-1 Organizational Chart

Stennis Policy Directive	SPD 1107.1(10)	F-2
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Responsible Office: RA00/Center Operations Directorate		
<b>SUBJECT: SSC Organization Mission and Responsibilities – RA00/Center Operations Directorate – Appendix J</b>		

**Attachment J-1. Organizational Chart**

**CENTER OPERATIONS DIRECTORATE**



Stennis Policy Directive	SPD 1107.1(11)	F-2
	<i>Number</i>	<i>Rev.</i>
	Effective Date: December 7, 2011	
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Responsible Office: TA00/Rocket Propulsion Test Program Office		
<b>SUBJECT: SSC Organization Mission and Responsibilities – TA00/Rocket Propulsion Test Program Office – Appendix K</b>		

## **APPENDIX K: 1107.1(11) - TA00/Rocket Propulsion Test Program Office**

### **K.11.1 OFFICE MISSION**

The Rocket Propulsion Test Program provides Agency-level program leadership for NASA's Rocket Propulsion Testing. As a Level II program, it manages NASA's Rocket Propulsion Test (RPT) assets, activities, and resources for facilities located at four centers: the Glenn Research Center (GRC)-Plum Brook Station, the Johnson Space Center-White Sands Test Facility, the Marshall Space Flight Center (MSFC), and SSC. RPT has two associate member sites located at GRC and the Kennedy Space Center. It also sponsors the development of propulsion test technologies.

### **K.11.2 RESPONSIBILITIES**

The Manager, Rocket Propulsion Test Program Office is responsible for:

- a. Establishing and maintaining excellence in propulsion testing necessary to meet NASA's projected needs.
- b. Coordinating the efficient and effective usage of NASA's rocket propulsion test infrastructure and other resources to optimize customer service and meet national test requirements.
- c. Maximizing the return on investments through facility modernization, test technology development, and sound maintenance strategies.
- d. Maintaining mutually beneficial testing partnerships between NASA, DoD, and the U.S. commercial sector and developing new alliances as opportunities arise.
- e. Establishing and maintaining a strategically developed contingency plan defining minimum core capability for Agency propulsion testing.
- f. Providing a common entry point for RPT customers including NASA programs, industry, DoD, other Government agencies, and academia.
- g. Providing the Chair and Co-chair for the Rocket Propulsion Test Management Board and the National Rocket Propulsion Test Alliance respectively.

### **K.11.3 LINE OF SUCCESSION**

Deputy Manager

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Responsible Office: TA00/Rocket Propulsion Test Program Office		
<b>SUBJECT: SSC Organization Mission and Responsibilities – TA00/Rocket Propulsion Test Program Office – Appendix K</b>		

#### K.11.4 CANCELLATION

SPD 1107.1(10), Revision E, Appendix K

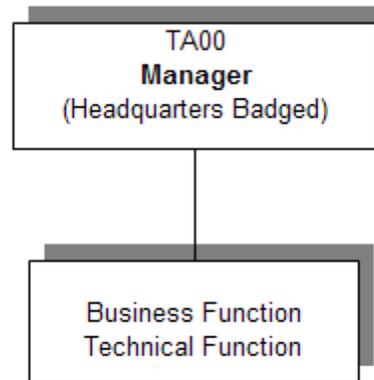
#### ATTACHMENTS

K-1. Organizational Chart

Stennis Policy Directive	SPD 1107.1(11)	F-2
	<i>Number</i>	<i>Rev.</i>
	Effective Date: December 7, 2011	
	Expiration Date: December 7, 2016	
Responsible Office: TA00/Rocket Propulsion Test Program Office		
<b>SUBJECT: SSC Organization Mission and Responsibilities – TA00/Rocket Propulsion Test Program Office – Appendix K</b>		

**Attachment K-1 Organizational Chart**

**ROCKET PROPULSION TEST PROGRAM OFFICE**



Stennis Policy Directive	SPD 1107.1(12)	F-2
	<i>Number</i>	<i>Rev.</i>
	Effective Date: December 7, 2011	
	Expiration Date: December 7, 2016	
Responsible Office: UA00/Office of Education		
<b>SUBJECT: SSC Organization Mission and Responsibilities – UA00/Office of Education – Appendix L</b>		

## **APPENDIX L: 1107.1(12) - UA00/Office of Education**

### **L.12.1 OFFICE MISSION**

The Office of Education is committed to promoting NASA's mission of excellence in education, supporting the teaching profession, and increasing awareness of the impact science, technology, engineering, and mathematics (STEM) education will have on the quality of life in the 21<sup>st</sup> century. SSC is committed to: 1) strengthening NASA and the Nation's future workforce, 2) attracting and retaining students in STEM disciplines, and 3) engaging Americans in NASA's mission.

### **L.12.2 RESPONSIBILITIES**

The Office of Education Manager is responsible for all actions necessary to achieve the office's objectives in accordance with laws, regulations, NASA, and SSC policies, and within limits set by the SSC Director, as well as the following goals:

- a. Contributes to the development of the STEM workforce in disciplines needed to achieve NASA's strategic goals through a portfolio of investments.
- b. Uses the NASA mission, facilities, human resources, and programs to provide exposure and experiences to teachers and faculty to support the enhancement of knowledge and skills, and to attract and retain students in STEM disciplines through a progression of educational opportunities for students, and teachers, and faculty.
- c. Builds strategic partnerships and linkages between STEM formal and informal education providers that promote STEM literacy and awareness of NASA's mission.
- d. Develops, utilizes, and disseminates science, mathematics, technology education, and geography instructional materials based on NASA's unique mission and results, and supports the development of elementary, secondary, and higher education curricula.
- e. Uses NASA's unique assets to support local, state, regional, and national science, mathematics, technology, engineering, and geography education change through collaboration with internal and external stakeholders.
- f. Researches and develops products and services that facilitate the application of technology to enhance the educational process for formal and informal education and lifelong learning.
- g. Ensures that NASA education content meets the overarching philosophy of cultivating diversity by fostering awareness, understanding, and respect for individual differences.

Stennis Policy Directive	SPD 1107.1(12)	F-2
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<b>SUBJECT: SSC Organization Mission and Responsibilities – UA00/Office of Education – Appendix L</b>		

- h. Incorporates the operating principles of relevance, content, diversity, evaluation, continuity, and partnerships into NASA education investments.
- e. Identify and facilitate opportunities for innovative partnering with commercial companies, academic institutions, other government agencies, national laboratories and other external sectors to expand NASA's ability to identify and acquire new technologies.
- f. Facilitate opportunities for maturation and infusion of new technologies into NASA's projects, programs and missions.
- g. Identify and protect intellectual property to which NASA has title, and pursue appropriate means for transferring NASA owned technology to the public for commercial and societal benefit.
- h. Manage the Small Business Innovative Research (SBIR) and the Small Business Technology Transfer (STTR) program at SSC.
- i. Support propulsion testing by conducting advanced technology development activities that can reduce risks, reduce operating costs, improve safety, improve data quality, or advance propulsion testing technology and capabilities. Use this technology to support the needs of NASA centers, projects, programs and missions.

### **L.12.3 LINE OF SUCCESSION**

University Affairs Officer for Education Office

The Intellectual Property Manager is authorized to take necessary action on all Innovative Partnership Program matters.

### **L.12.4 CANCELLATION**

None.

Stennis Policy Directive	SPD 1107.1(12)	F-2
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**Attachment L-1 Organizational Chart**

**OFFICE OF EDUCATION**

